CRT Website Guide

1. **Where do I go and how do I log in to the CRT (Criterion Referenced Test) website?**

   i. Go to: http://www.state.sd.us/deca/crt/Index.htm and click on the DakotaStepStandards Website.

   ii. Log in using the Username and Password supplied by your District Testing Coordinator (Note: password IS case-sensitive.)

   (Back to Top)

2. **I want to create a roster of my students.**

   i. In the **Portal Menu**, click to expand the **STEP Roster Reports** folder.

   ii. Click on the **Roster** utility link. 🔧 Roster

   NOTE: If the link appears to be inactive, as may sometimes happen during high-volume usage of the site, click the **Refresh** button in your web browser toolbar to refresh the window, and then repeat steps 1 and 2.

iii. When the **Roster** screen appears, click anywhere out side the **Portal Menu** to collapse it.

iv. Click the **My Roster** drop-down arrow in the top-left portion of the screen, under **Teacher Name**.

v. Click the **New Roster** radio button.

vi. Click the **Accept** button.

vii. Locate the **Type Student ID** text box in the top-right of the screen, then highlight the number that is filled in the box by default and delete it.

viii. Next you will make a list in this text box of all students to be Rostered into the new classroom.

ix. Type in the student SIMMS numbers, checking your work carefully so as to make no mistakes. Remember to leave no spaces between commas:

x. Click the Add button.

xi. After five to ten seconds, this should produce a preview of the list of students, along with additional student information.

NOTE: Accuracy in this step is crucial. Taking a few minutes to thoroughly check this preview of your student Roster list can save much time. Furthermore, the yellow highlighted list is only a preview. Until it is saved, any overwriting or adding of further students to the list will erase the current viewed Roster preview. Therefore, if you have made any mistakes, simply delete the student numbers in the Type Student ID text box, write in the correct student numbers provided above, and once again click Add.

xii. Once you are satisfied with the accuracy of your Roster, click the Save icon in the report toolbar at the top of the page.

xiii. The Save As dialog will open, allowing you to type a name for this Roster.

NOTE: Make sure to select a descriptive name that is meaningful to you for future use (*e.g.* "7th Period Algebra, Spring 05"), as your reports will contain all saved Rosters, requiring you to discern one from another according to the names you have applied in this step.

xiv. Click Accept.

xv. The Roster screen will reappear, allowing you to create another Roster.
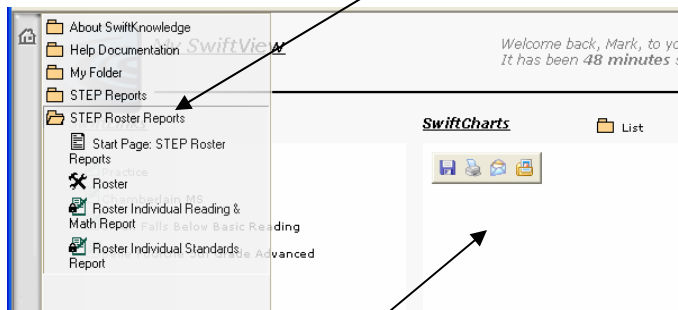
NOTE: Rosters will be created at 12:00AM <u>Eastern</u> Standard Time (11:00PM Central; 10:00PM Mountain) and will not be available until after that time.
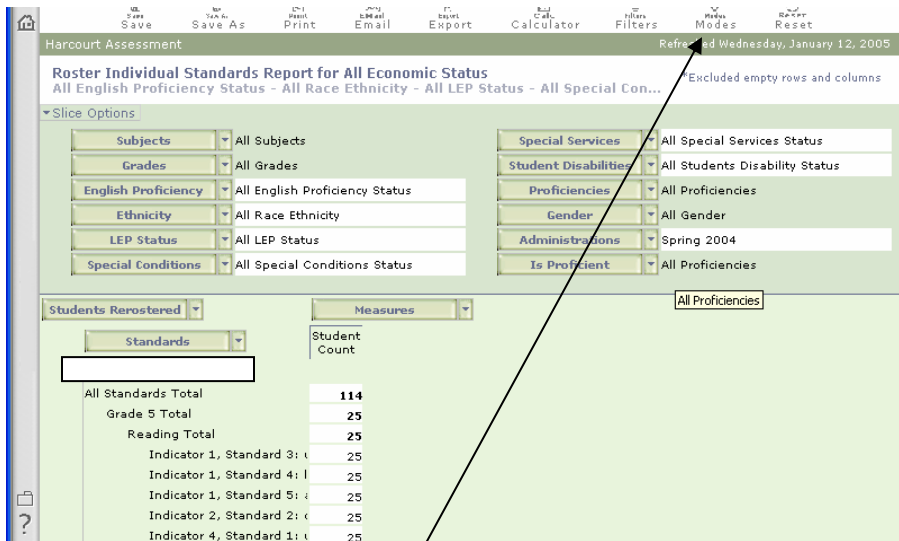
(Back to Top)

3. I want to open the Individual Standards Report without having to click on each student's name and then clicking on reading/math.

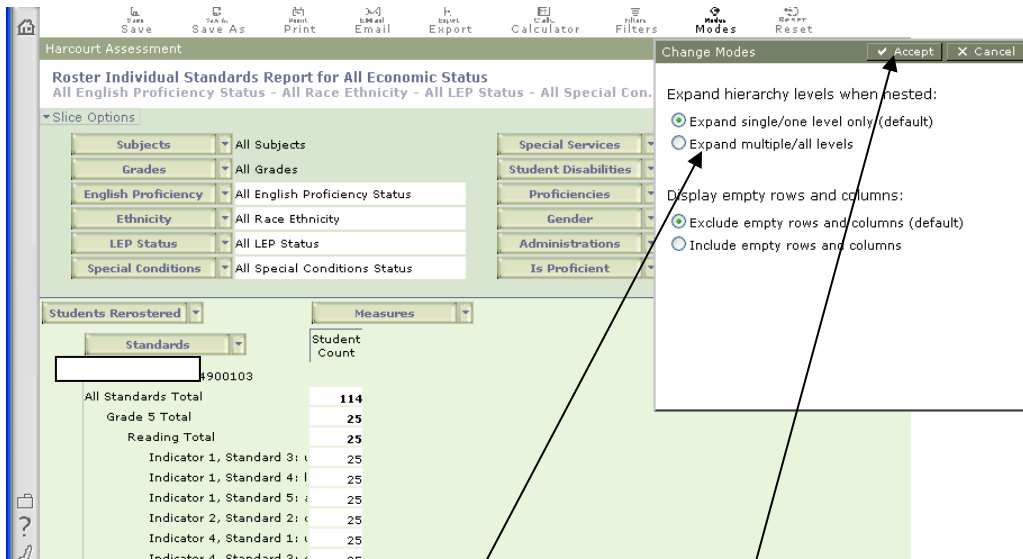Follow these steps in the **EXACT** sequence given:
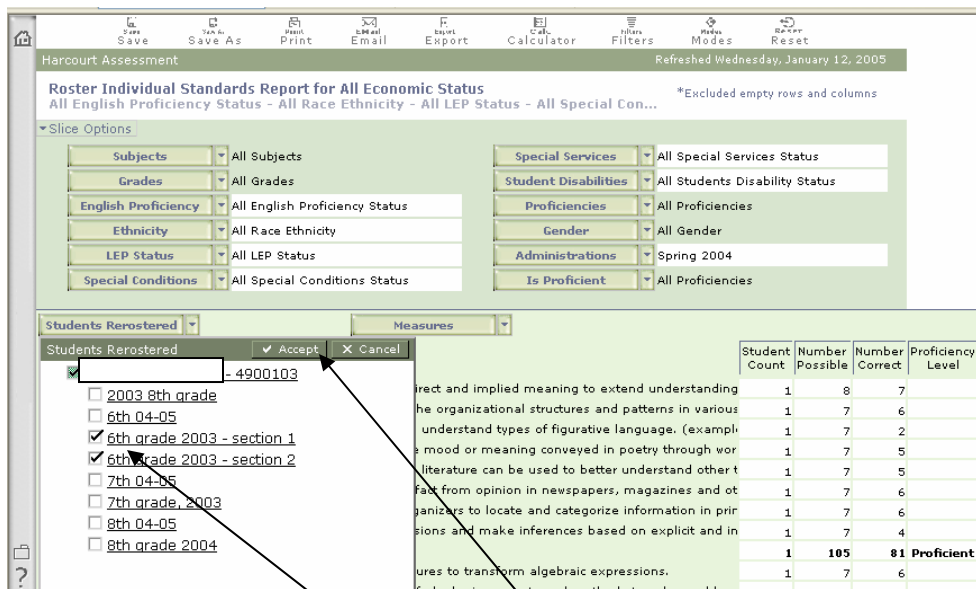
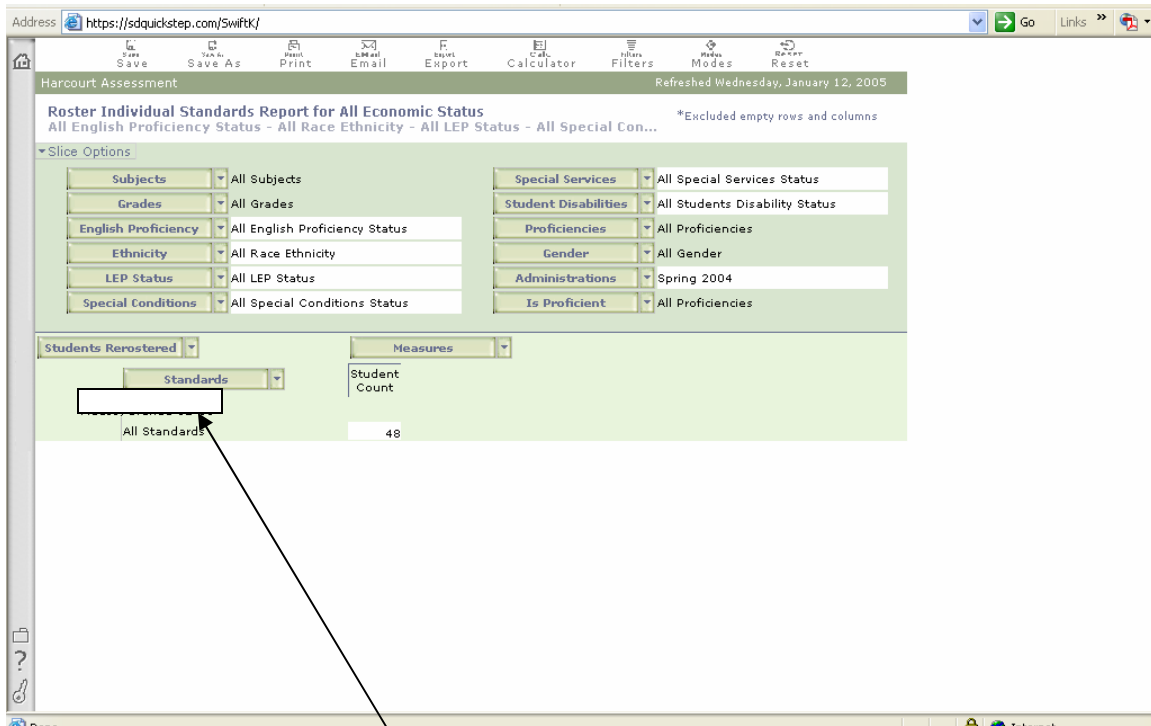i.   Open up STEP Roster Reports

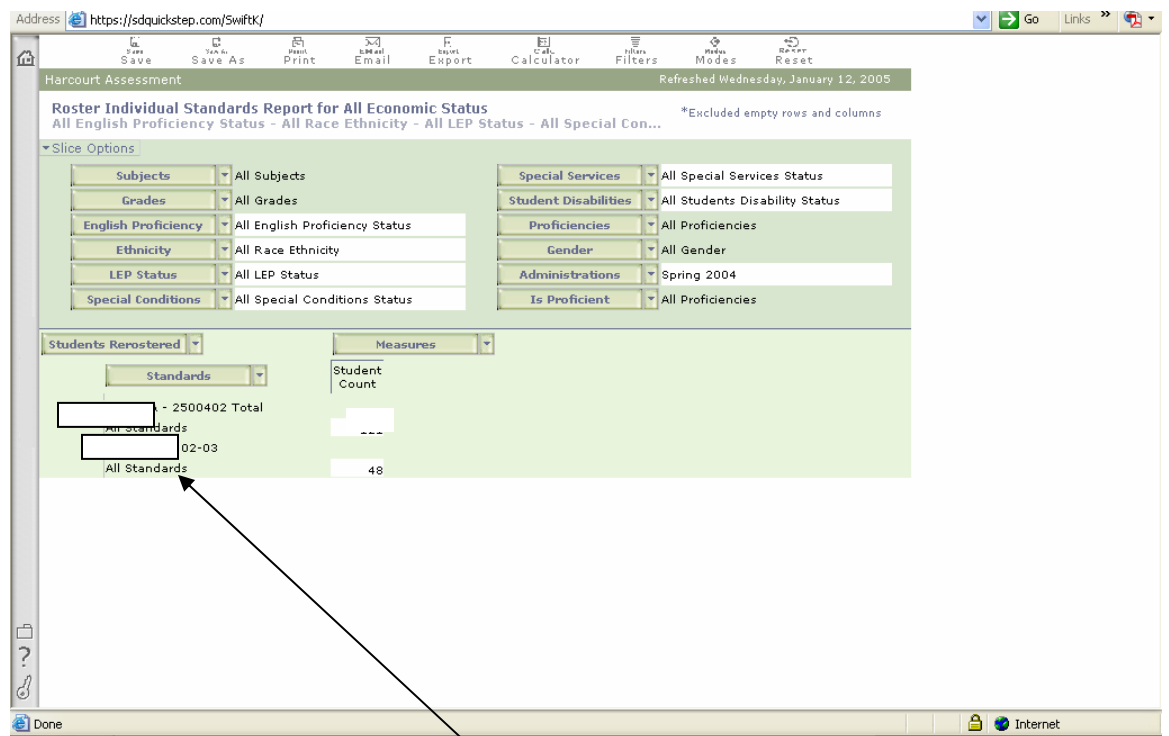ii.   Click off portal to close it.

iii. Click on Modes (at top) and:

Harcourt Assessment

Roster Individual Standards Report for All Economic Status
All English Proficiency Status - All Race Ethnicity - All LEP Status - All Special Con...

Change Modes   ✔ Accept   ✕ Cancel

Expand hierarchy levels when nested:

◉ Expand single/one level only (default)
○ Expand multiple/all levels

▾ Slice Options

Subjects	All Subjects		Special Services
Grades	All Grades		Student Disabilities
English Proficiency	All English Proficiency Status		Proficiencies
Ethnicity	All Race Ethnicity		Gender
LEP Status	All LEP Status		Administrations
Special Conditions	All Special Conditions Status		Is Proficient

Display empty rows and columns:

◉ Exclude empty rows and columns (default)
○ Include empty rows and columns

Students Rerostered   Measures

Standards   Student Count

4900103

	Student Count
All Standards Total	114
Grade 5 Total	25
Reading Total	25
Indicator 1, Standard 3:	25
Indicator 1, Standard 4:	25
Indicator 1, Standard 5:	25
Indicator 2, Standard 2:	25
Indicator 4, Standard 1:	25
Indicator 4, Standard 3:	25

iv.   Click on Expand multiple/all levels and Accept.

Harcourt Assessment   Refreshed Wednesday, January 12, 2005

Roster Individual Standards Report for All Economic Status   *Excluded empty rows and columns
All English Proficiency Status - All Race Ethnicity - All LEP Status - All Special Con...

▾ Slice Options

Subjects	All Subjects		Special Services	All Special Services Status
Grades	All Grades		Student Disabilities	All Students Disability Status
English Proficiency	All English Proficiency Status		Proficiencies	All Proficiencies
Ethnicity	All Race Ethnicity		Gender	All Gender
LEP Status	All LEP Status		Administrations	Spring 2004
Special Conditions	All Special Conditions Status		Is Proficient	All Proficiencies

Students Rerostered   Measures

Students Rerostered   ✔ Accept   ✕ Cancel

- 4900103

☐ 2003 8th grade
☐ 6th 04-05
☑ 6th grade 2003 - section 1
☑ 6th grade 2003 - section 2
☐ 7th 04-05
☐ 7th grade, 2003
☐ 8th 04-05
☐ 8th grade 2004

	Student Count	Number Possible	Number Correct	Proficiency Level
direct and implied meaning to extend understanding	1	8	7	
the organizational structures and patterns in various	1	7	6	
understand types of figurative language. (exampl	1	7	2	
mood or meaning conveyed in poetry through wor	1	7	5	
literature can be used to better understand other t	1	7	5	
fact from opinion in newspapers, magazines and ot	1	7	6	
ganizers to locate and categorize information in prin	1	7	6	
sions and make inferences based on explicit and in	1	7	4	
	1	105	81	Proficient
ures to transform algebraic expressions.	1	7	6	
f algebraic concepts and methods to solve problem		7		

v.   Select roster(s) desired and Accept.

Save Save As Print Email Export Calculator Filters Modes Reset

Harcourt Assessment   Refreshed Wednesday, January 12, 2005

Roster Individual Standards Report for All Economic Status
All English Proficiency Status - All Race Ethnicity - All LEP Status - All Special Con...   *Excluded empty rows and columns

▼ Slice Options

Subjects ▼	All Subjects	Special Services ▼	All Special Services Status
Grades ▼	All Grades	Student Disabilities ▼	All Students Disability Status
English Proficiency ▼	All English Proficiency Status	Proficiencies ▼	All Proficiencies
Ethnicity ▼	All Race Ethnicity	Gender ▼	All Gender
LEP Status ▼	All LEP Status	Administrations ▼	Spring 2004
Special Conditions ▼	All Special Conditions Status	Is Proficient ▼	All Proficiencies

Students Rerostered ▼   Measures ▼

Standards ▼   Student Count

All Standards   48

vi.   Click on teacher's name.

Save Save As Print Email Export Calculator Filters Modes Reset

Harcourt Assessment   Refreshed Wednesday, January 12, 2005

Roster Individual Standards Report for All Economic Status
All English Proficiency Status - All Race Ethnicity - All LEP Status - All Special Con...   *Excluded empty rows and columns

▼ Slice Options

Subjects ▼	All Subjects	Special Services ▼	All Special Services Status
Grades ▼	All Grades	Student Disabilities ▼	All Students Disability Status
English Proficiency ▼	All English Proficiency Status	Proficiencies ▼	All Proficiencies
Ethnicity ▼	All Race Ethnicity	Gender ▼	All Gender
LEP Status ▼	All LEP Status	Administrations ▼	Spring 2004
Special Conditions ▼	All Special Conditions Status	Is Proficient ▼	All Proficiencies

Students Rerostered ▼   Measures ▼

Standards ▼   Student Count

- 2500402 Total
All Standards
02-03
All Standards   48

Done   Internet

vii.   Click on last ALL STANDARDS (under teacher's name)
viii.   Click on name of report (last link—example Grade 7)

Save | Save As | Print | Email | Export | Calculator | Filters | Modes | Reset

Harcourt Assessment   Refreshed Wednesday, January 12, 2005

Roster Individual Standards Report for All Economic Status
All English Proficiency Status - All Race Ethnicity - All LEP Status - All Special Con...   *Excluded empty rows and columns

▾Slice Options

Subjects ▾	All Subjects	Special Services ▾	All Special Services Status
Grades ▾	All Grades	Student Disabilities ▾	All Students Disability Status
English Proficiency ▾	All English Proficiency Status	Proficiencies ▾	All Proficiencies
Ethnicity ▾	All Race Ethnicity	Gender ▾	All Gender
LEP Status ▾	All LEP Status	Administrations ▾	Spring 2004
Special Conditions ▾	All Special Conditions Status	Is Proficient ▾	All Proficiencies

Students Rerostered ▾

| Standards ▾ | Measures ▾ |

	Student Count	Number Possible	Number Correct
[ ] - 2500402 Total			
All Standards			
[ ] 02-03			
All Standards Total	48		
Grade 7 Total	48		
Reading	48	55	38.54
Math	48	105	63.92

ix.   Click on Reading and Math. This will open up the Reading and Math Standards.

Address ⬛ https://sdquickstep.com/SwiftK/   ▾ ➡ Go | Links »

Save Save As Print Email Export Calculator Filters Modes Reset

Harcourt Assessment   Refreshed Wednesday, January 12, 2005

Roster Individual Standards Report for All Economic Status
All English Proficiency Status - All Race Ethnicity - All LEP Status - All Special Con...   *Excluded empty rows and columns

▾Slice Options

Subjects	▾	All Subjects		Special Services	▾	All Special Services Status
Grades	▾	All Grades		Student Disabilities	▾	All Students Disability Status
English Proficiency	▾	All English Proficiency Status		Proficiencies	▾	All Proficiencies
Ethnicity	▾	All Race Ethnicity		Gender	▾	All Gender
LEP Status	▾	All LEP Status		Administrations	▾	Spring 2004
Special Conditions	▾	All Special Conditions Status		Is Proficient	▾	All Proficiencies

Students Rerostered ▾   Measures ▾

Standards ▾

	Student Count	Number Possible	Number Correct
MAASS BRENDA - 2500402 Total			
All Standards			
02-03			
All Standards Total	48		
Grade 7 Total	48		
Reading Total	48	55	38.54
Indicator 1, Standard 1: i	48	7	5.69
Indicator 1, Standard 2: (	48	7	5.38
Indicator 1, Standard 3: r	48	7	4.67
Indicator 1, Standard 4: r	48	7	4.98
Indicator 2, Standard 2: (	48	7	4.52
Indicator 2, Standard 4: (	48	7	4.90
Indicator 3, Standard 2: (	48	6	3.83
Indicator 4, Standard 2: (	48	7	4.58
Math Total	48	105	63.92

⬛ Done   🔒 🌐 Internet

x.   Click on the teacher's name above the Reading and Math Standards that you just opened.

xi.   Scroll down to see student's name and information (Be patient: this can take several minutes.)

(Back to Top)

4. How do I use "slice options?"

With any report open and expanded to the level of individual student information, note the panel at the top of the screen, above the solid black line. This panel contains a series of drop-down boxes such as "Grade," "Ethnicity," "Special Conditions," etc. These boxes, which are called **Slice Options**, are available for the purpose of creating reports based on specific demographic information, or even combinations of demographic criteria.

(Back to Top)

5. I want to see how just my Native American boys are doing in Reading.

      i.   Use slice options:

     ii.   Choose the Ethnicity Slice option box and click "Native American."

    iii.   Choose the Gender Slice option box and click "Male."

(Back to Top)

6. I want to print a class standards report to use for parent-teacher conferences.

i. After generating report:
ii. Drag tabular data right so that the right edge is flush with the green edge. (Don't be concerned that standards verbiage is cut off.)
iii. Click the Print icon.
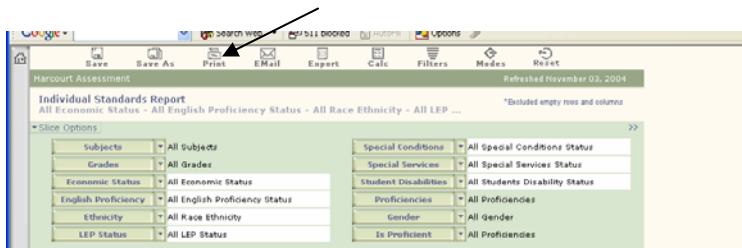
iv. Click on the Size icon.
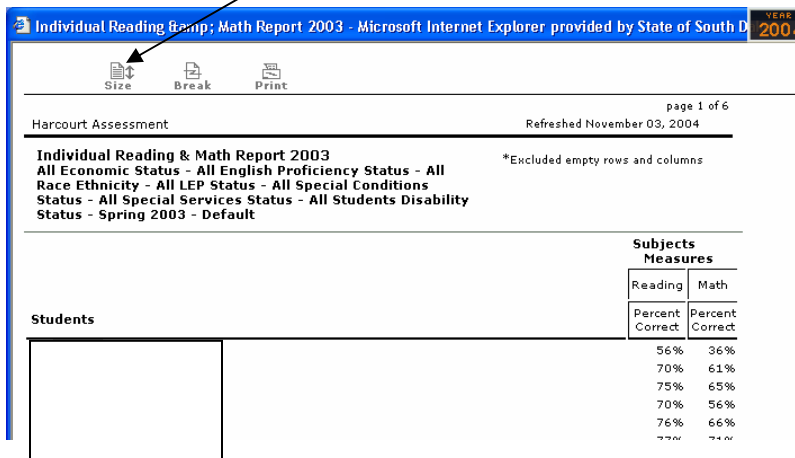
v. Choose Landscape and click "Accept." (You can also choose the size of paper)
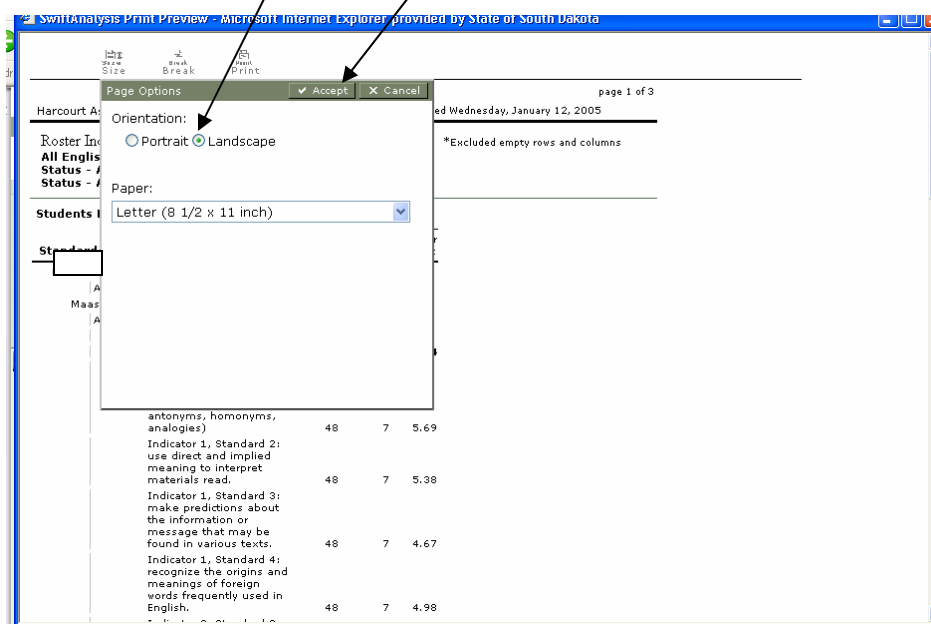
vi.   Click on the Break icon.
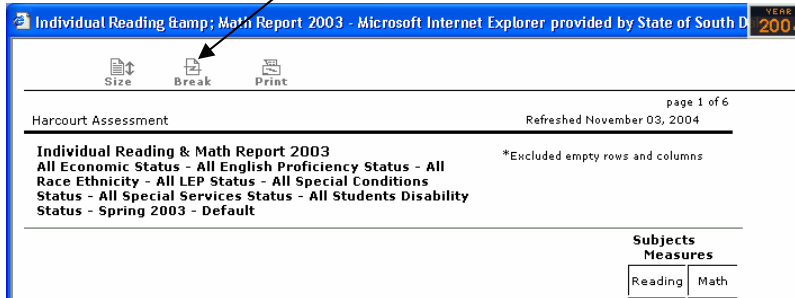
vii.   Click on "Student Name," and Accept.
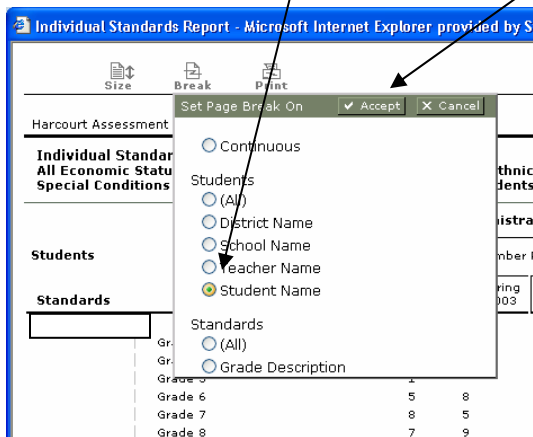
viii.   click "Print" (You MUST select Landscape from your printer menu)
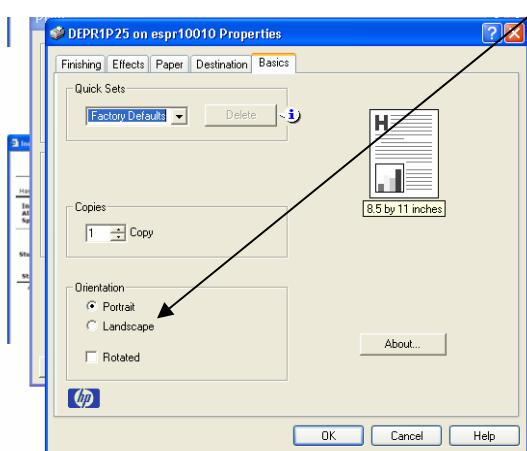
7. I want to roster without typing in all of my students SIMMS numbers.

      i.   Go to the data export wizard at SIMMS and choose student information.
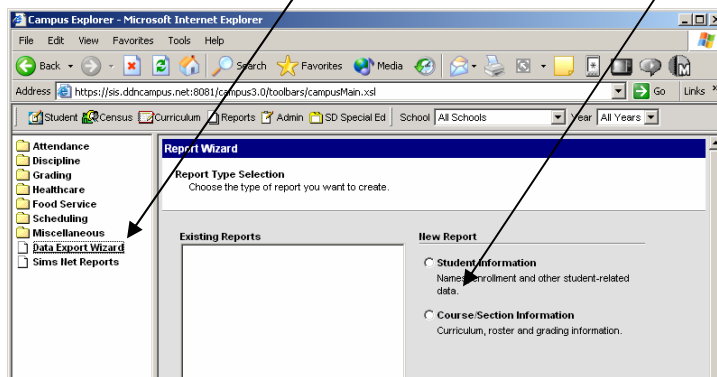
      ii.   Choose your data, but make sure part of name and student_num is involved.
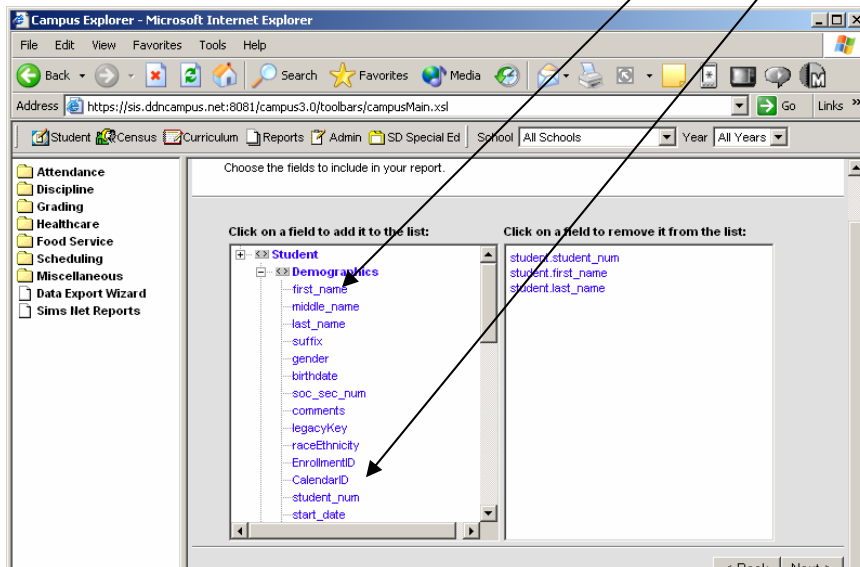
iii.   Export the data. You can choose "Comma Delimited" this will open up in Excel and you can clean up the data. By cleaning up the data, you can delete the two columns and save it in csv format. This will then open up in notepad and you can put in a "0" in front of the number and arrangement them in all one line, separated by a comma. This isn't very time consuming and then you can cut and paste it into the text box.
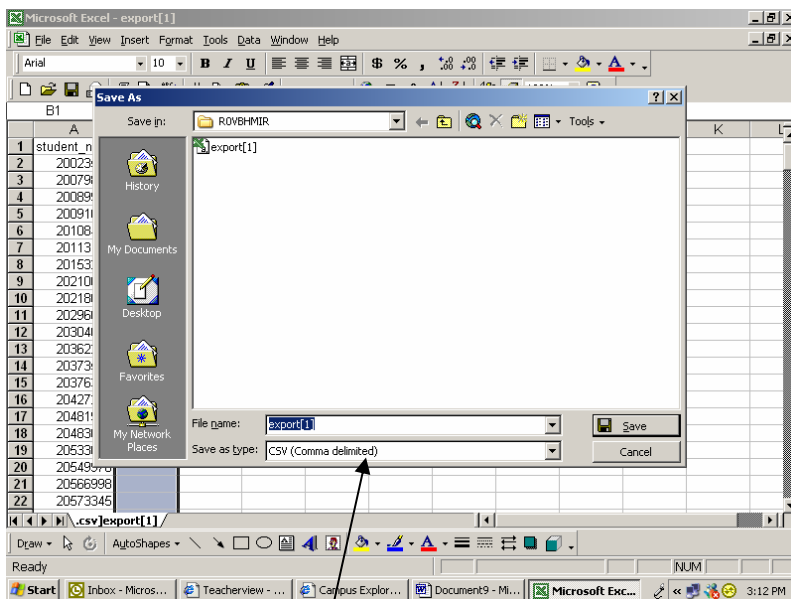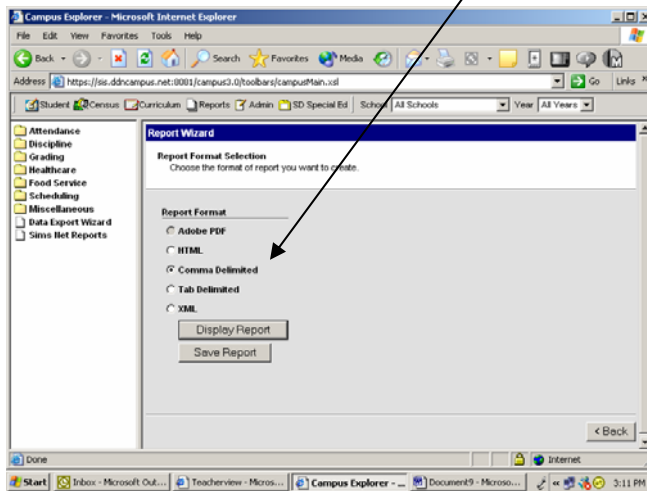
iv.   Save the file in CSV format.
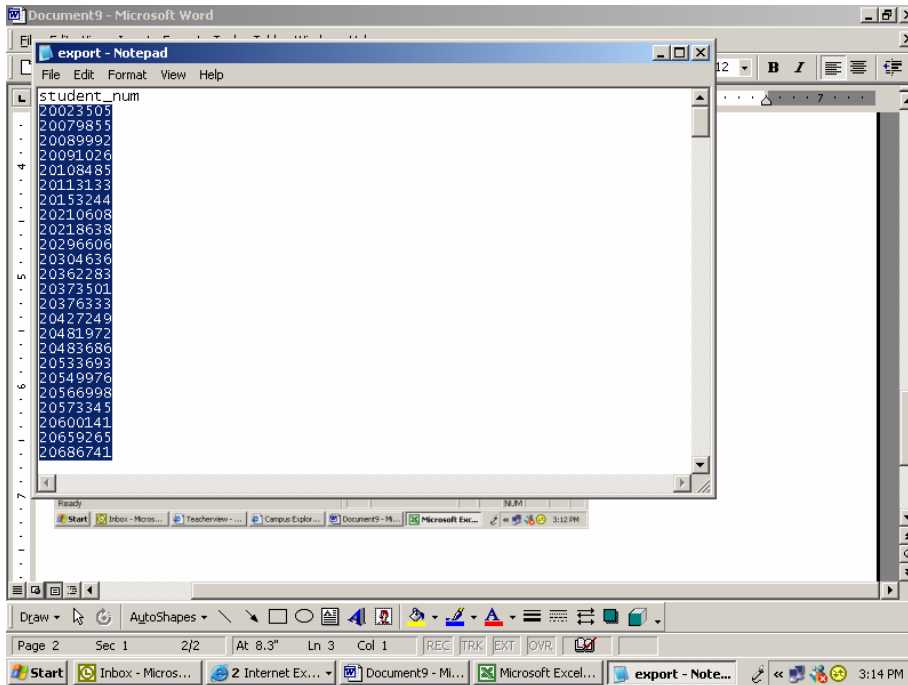
v. This is how it shows up, but you can arrange it by adding a "0" in front of the number and backspacing to put them all on one line separated by a comma.
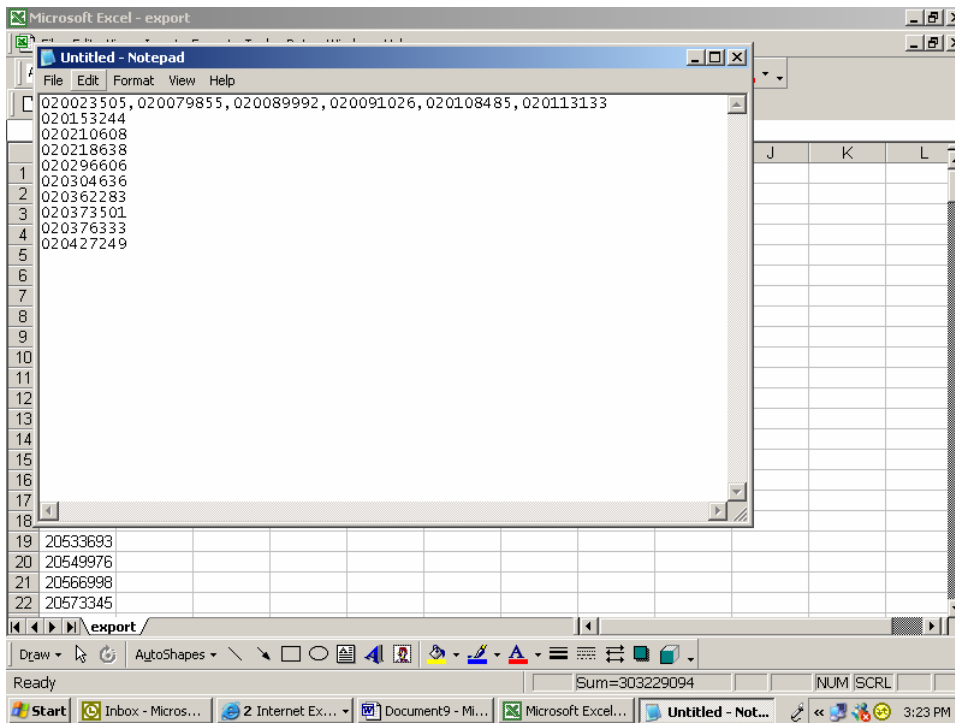
8. I want to save a report I've created.

To help save the time of expanding, drilling into, and/or slicing a particular report every time you log on, the South Dakota Online STEP Reporting site allows you to save each report you create for later use, and enables you to access saved reports quickly.

In the *SwiftKnowledge* toolbar at the top of the report, click either the **Save** or **Save As** button (for this application, both buttons will open the exact same dialog):

The **Save As** dialog will open, allowing you to name and save your report.

    i. In the **Report Name** text box, type a meaningful name**.**
    ii. Leave the **Save In Folder** and Click on **NO** to **Add to SwiftLinks** textboxes set to their default entries, and click the **Accept** button.
    iii. Click the gray **Navigation Bar** at the left side of the screen to expand the **Portal Menu**.
    iv. Click to expand **My Folder**:
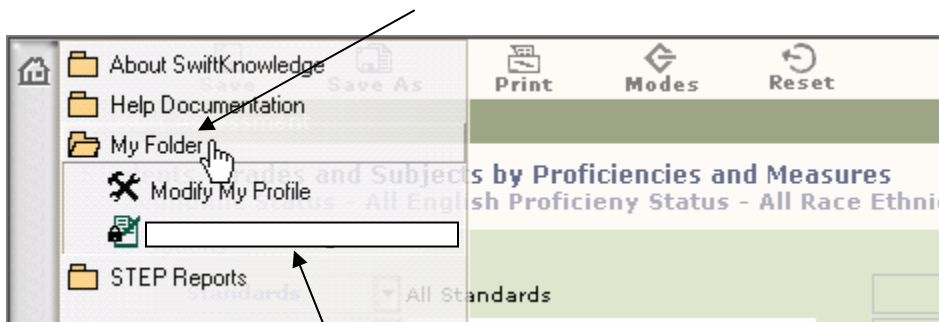
    v. Click the desired report to open.

9. **How do I log off?**

Click on the "Key" in the Portal Menu. (lower left hand corner of screen).

(Back to Top)

10. **How to Drag & Drop:**

By dragging a Slice Option box to the lower half of the screen, more than one option can be checked. Select the box to be dragged by clicking, then, while holding the mouse button down, drag the box.
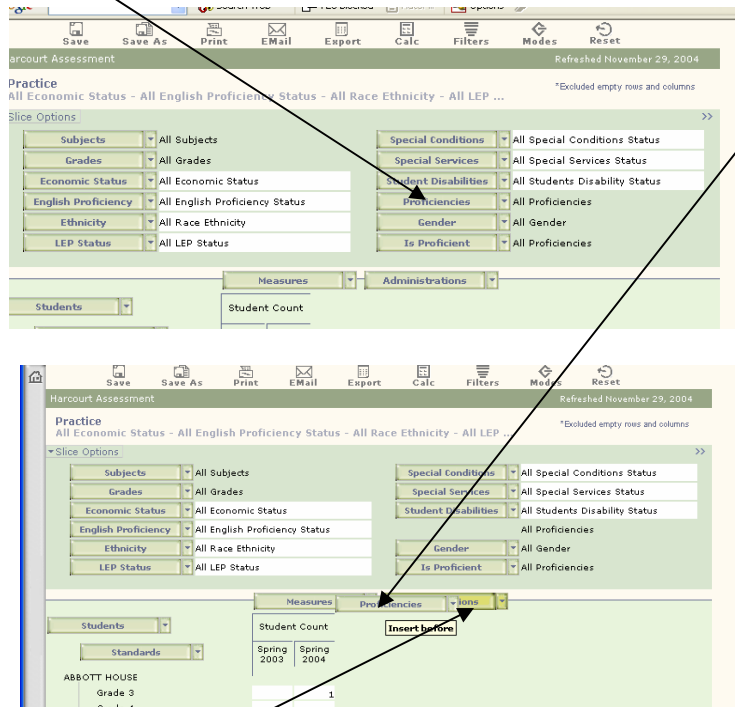
The box "behind" will turn yellow followed by a dialog box saying "Swap," "Insert Before," or "Insert After" depending upon the position selected. Once selected, release the mouse button.

(Back to Top)

11. How do I make charts and graphs?

Selected data can be charted and graphed. Begin by dragging a selected block of data. Once selected, it will be highlighted yellow and a dialog box will appear.

Select the Chart icon.

12. Where do I find scale and cut scores?

Click the "Measures" box on a report. Check Scaled Score/Cut Scores
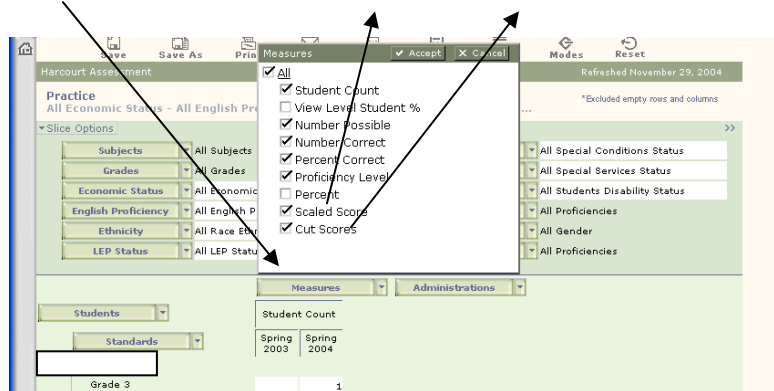
13. How can I export to Excel?

At the top of the window, click on the "Export" icon. (Remember whatever you have on the screen will be on your excel spreadsheet).
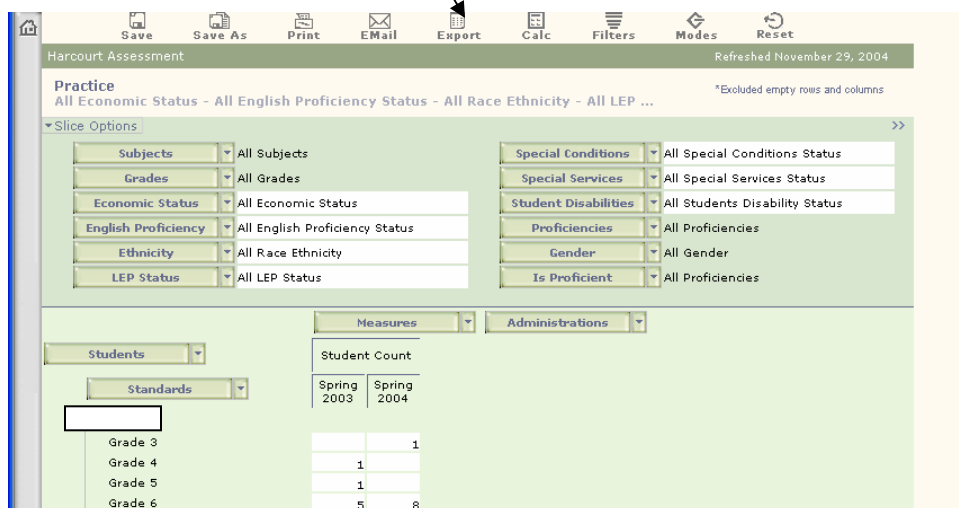
After clicking on "Export," the following dialog box will appear:
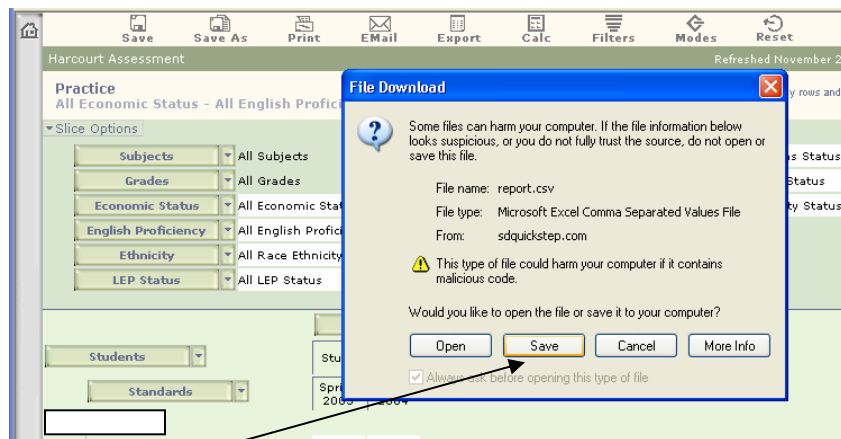
Clicking on "Save" will allow you to navigate to a desired destination. Note the format: (Excel Comma Separated Values)
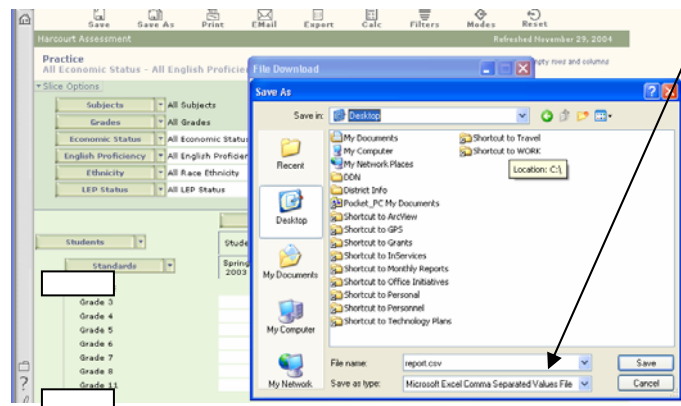
Click "Save" to keep your report as an Excel document in your chosen destination.

14. I want to add a sub-folder to My Folder.

i.   Click on the folder that appears at the bottom of the portal menu on the left side of the screen.

ii.   The "manage my folder" window will appear. Click "add item".
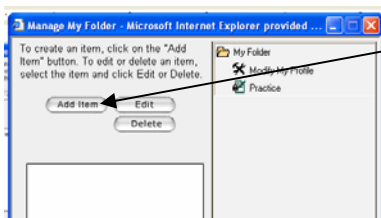
iii.   Select the folder tab and type the name of the folder.
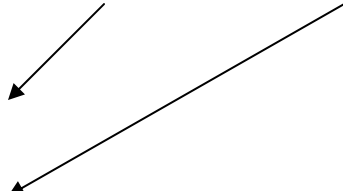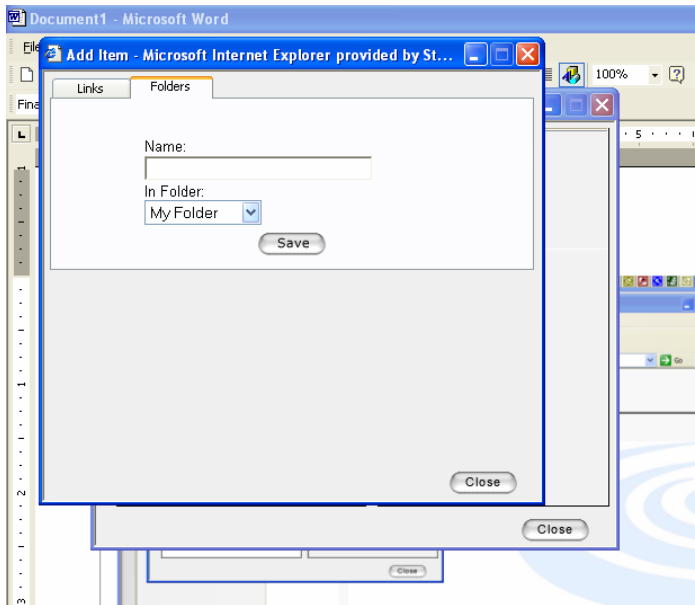
        iv.   Choose save and close.
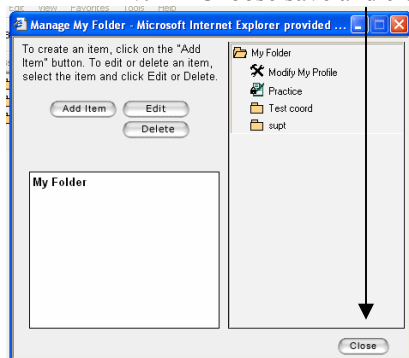
        v.   Close this screen then go back to the portal window and click the gray bar.

(Back to Top)

15. What do the >> at the top of the page indicate?

The carets indicate more information is contained on another page (in this case additional Slice Options.)

(Back to Top)

16. How do I add additional rosters?

    i.   Click on the House icon to open the Portal Menu.

ii.   Click on Step Roster Reports.

iii.   Click on Roster.

iv. After clicking the Main Screen to close the Portal Menu, click on My Roster.

v. Click on *New Roster* and Accept. Add Student ID Numbers separated by a comma (No Spaces) and click Add.

vi. Save the new roster giving it a name useful to you, the teacher (*e.g.* "7th Period Algebra, Spring 05.")

NOTE: Rosters will be created at 12:00AM Eastern Standard Time (11:00PM Central; 10:00PM Mountain) and will not be available until after that time.

(Back to Top)

17. How do I modify (Add or Delete students) to an existing roster?

i. After clicking the Main Screen to close the Portal Menu, click on My Roster.

ii.   Select the roster to be modified and click Accept.
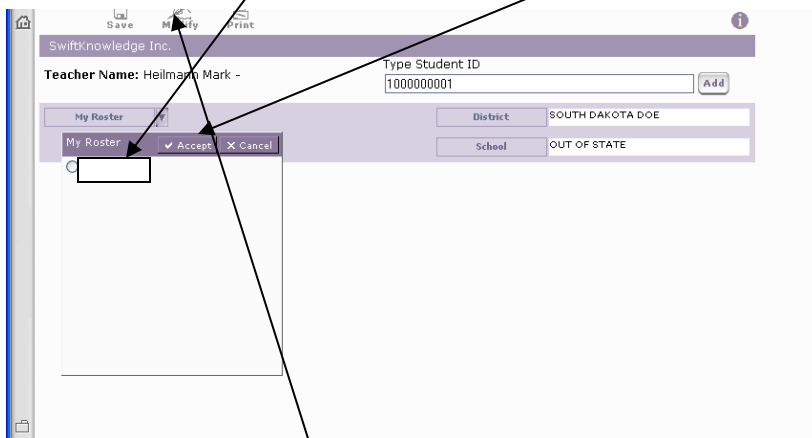
iii.   Click on the Modify icon and make the necessary changes. Remember to click on Save or your changes will not be saved.

NOTE: Rosters will be created at 12:00AM **Eastern** Standard Time (11:00PM Central; 10:00PM Mountain) and will not be available until after that time.

(Back to Top)

18. How do I open an existing report?
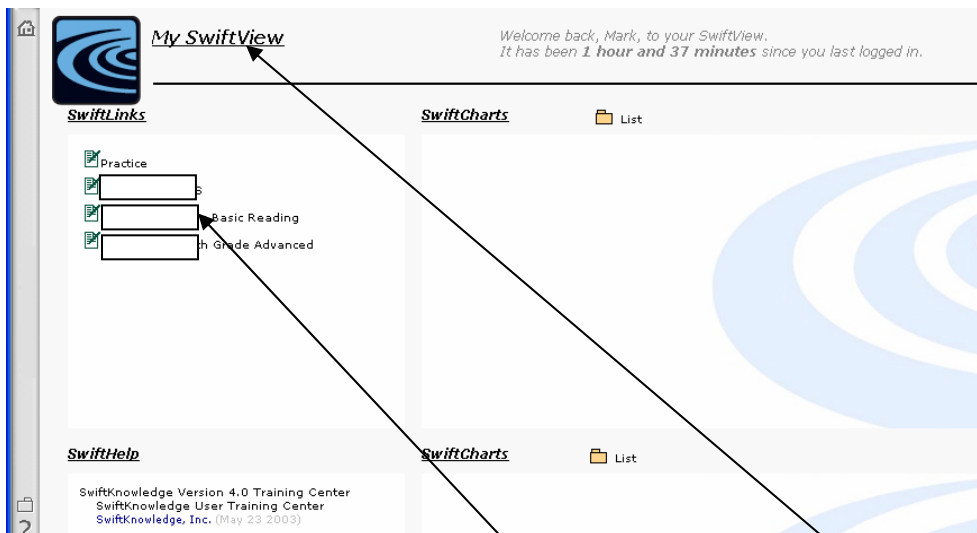
i.   After logging in, saved reports can be found either at the **My SwiftView** page or in "My Folder."
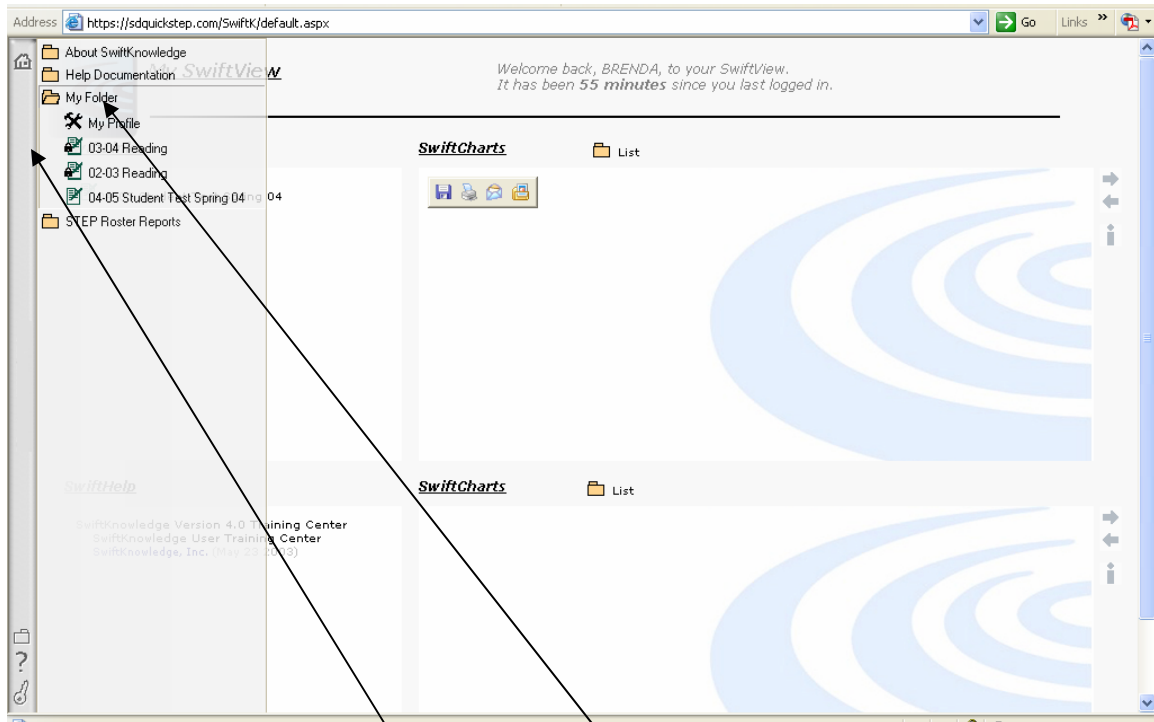
ii. Click on the Portal then "My Folder" to see saved reports.

(Back to Top)

19. How do I see more of what is on the screen?

i. Resize by dragging column to the right. (Icon changes to two parallel vertical lines.)